

Office of Alumni Affairs & International Relations  
Indian Institute of Technology  
Kharagpur – 721 302



REF: 2204/2024/OIR

Dated: 15.04.2024

NOTE

**Sub: Approval for the visit of Prof. E. Wetzer from Norway to discuss on potential collaborations and exchange with Prof. S. Mukhopadhyay, E&ECE at IITKGP during 25th April – 27<sup>th</sup> April, 2024.**

Prof. Elizabeth Wetzer from Norway is scheduled to visit IIT Kharagpur during 25th April – 27<sup>th</sup> April, 2024 to discuss on potential collaborations and exchange with Prof. Sudipta Mukhopadhyay, E&ECE.

The faculty coordinator of her visit is Prof. Sudipta Mukhopadhyay of Electronics & Electrical Communication Engineering department (Flag-i). As per the document submitted it is understood that local travel, food and accommodation expenses will be supported by the operating grant of OAA&IR. International airfare expenses will be borne by the visitor herself (Flag-ii & v).

The supporting documents of the visit are enclosed.

This is placed for your kind consideration and approval of the said visit.

Encl: (i) Filled up Ministry Clearance Form  
(ii) Filled up Issuance of Visa Form  
(iii) Operating grant approval copy  
(iv) Passport Copy  
(v) Email copy

*Jayati Verma*  
Junior Assistant

*Minhaj*  
Assistant Registrar

*Minhaj*  
Associate Dean AA&IR

*Minhaj*  
Dean Outreach & AA

*Minhaj*  
Director

*Minhaj*  
HOD (E&ECE)

(B) approved. but (A) approved out of Dept fund, but let us know the comment of HOD (E&ECE)?  
Local travels and food, lodging and stay or any other incidental cost will be borne by E&ECE departmental fund 20109/2021  
Tanuk Bhattacharya 23/04/2024

*Anupkr. Roy*  
Junior IR-Executive

*D. Chakraborty*  
17/4/2024



**Office of Alumni Affairs & International Relations  
Indian Institute of Technology  
Kharagpur-721302**

**FORM FOR MINISTRY CLEARANCE  
GOVERNMENT OF INDIA  
FOR VISIT OF FOREIGN NATIONALS TO  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR, INDIA**

1	Name :	<b>Elisabeth Wetzer</b>
2	Nationality :	<b>Austria</b>
3	Date of birth :	<b>Jan 07, 1989</b>
4	Place of birth :	<b>Vienna, Austria</b>
5	Number, Date & Place of Issue of Passport :	<b>U 7032500, 10.08.2022, BH ST. PÖLTEN, Austria</b>
6	Visa Number (if available)	
7	Current residential address :	<b>Nøkken 20, 9016 Tromsø, Norway</b>
8	Permanent residential address :	<b>Nøkken 20, 9016 Tromsø, Norway</b>
9.	Profession :	<b>Associate Professor in Machine Learning</b>
10.	Place of Employment:	<b>UiT – The Arctic University of Norway</b>
11.	Academic Credentials:	<b>PhD in Computerized Image Processing Uppsala University, Sweden</b>
12.	Purpose of visit:	<b>Visit of Prof. Sudipta Mukhopadhyay</b>
13.	Period of visit:	<b>April 25-27, 2024</b>
14.	Email:	<b>Elisabeth.wetzer@uit.no</b>
15.	Day time Phone:	<b>+47 776 45067</b>
16.	Address of Indian Embassy where you will be applying for your visa:	<b>e-visa online</b>
17.	Coordinator of your visit at IITKGP/Dept :	<b>Prof. Sudipta Mukhopadhyay, Dept of E&amp;ECE, IIT Kharagpur</b>

*Sudipta Mukhopadhyay*  
10.04.2024



**Office of Alumni Affairs & International Relations  
Indian Institute of Technology  
Kharagpur-721302**

**Request for issuance of visa invitation letter to foreign citizens**

<b>Invitee details</b>	
<b>Name of the visitor:</b>	Elisabeth Wetzer
<b>Address and contact details:</b>	Nøkken 20, 9016 Tromsø, Norway
<b>Citizenship:</b>	Austria
<b>Date of birth:</b>	Jan 07, 1989
<b>Organization:</b>	UiT – The Arctic University of Norway
<b>Details of visit</b>	
<b>Host Dept/School/ Centre/ Office:</b>	ECE
<b>Activity to be undertaken at IITKGP:</b>	Discussions on potential collaborations and exchange
<b>Intended duration of stay at IITKGP :</b>	April 25-27, 2024
<b>Support provided by IITKGP (local travel, stay, food, honorarium, any other). Please give details of each type of support with funding source and proof:</b>	Food and stay will be supported by operating grant of Alumni Affairs and International Relations' office
<b>Support provided by any other organization incl. personal resources. Please give details and proof:</b>	Supported by UiT – The Arctic University of Norway
<b>Invited by</b>	
<b>Name, affiliation and signature of host:</b>	 Dr. Sudipta Mukhopadhyay, Professor, IIT Kharagpur 10.04.2024
<b>Recommended by Registrar/ HoD/ HoS/ HoC/ Dean (as appropriate)</b>	 Prof. Tarun Kanti Bhattacharyya प्रो. तरुन कान्ति भट्टाचार्य विषयाधारक/Head इलेक्ट्रॉनिक्स एवं विद्युत संचार अभियांत्रिकी विभाग Department of Electronics & Electrical Communication Engineering इलेक्ट्रॉनिक्स एवं विद्युत संचार अभियांत्रिकी विभाग IIT Kharagpur

Please note: Govt. rules will be followed regarding issuance of visa invitation letters.

Prof. Tarun Kanti Bhattacharyya



प्रो. तरुन कान्ति भट्टाचार्य  
विषयाधारक/Head  
इलेक्ट्रॉनिक्स एवं विद्युत संचार अभियांत्रिकी विभाग  
Department of Electronics & Electrical Communication Engineering  
इलेक्ट्रॉनिक्स एवं विद्युत संचार अभियांत्रिकी विभाग  
IIT Kharagpur



OFFICE OF INTERNATIONAL RELATIONS

Indian Institute of Technology Kharagpur

Kharagpur- 721302, India

Ref No.: 2031/2023/OIR

Date: 30/10/2023

**Subject: Budget proposal for visits of foreign delegation to IIT Kharagpur for 2023-2024.**

This is to bring to your kind attention that every year many foreign delegates come to IIT Kharagpur to foster collaboration and to explore new opportunities. The estimated cost related to the visit of per individual for current financial year (2023-2024) is as follows:

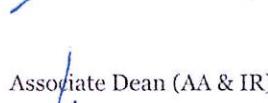
A. Accommodation		
Rooms	Cost per Room per day	Total (INR)
1 Double occupancy room	2,500	2500
B. Transportation		
Requirements	Rate per vehicle	Max Amount
For Kolkata to Kharagpur & Return	10000-13000	13000
For Campus Tour and Department Visits	4,000	4000
C. Refreshment and Meals		
Requirement	Rate (INR)	Max Price
Ordinary Breakfast	60	60
Ordinary Lunch/ Special Lunch	150-750	750
Ordinary Dinner/ Grand Dinner	120-1000	1000
Tea & Snacks	50-150	150
D. Institute Memorabilia		
Items	Rate (INR)	
Gift	500	
Memento	1500	
<b>Total (A+B+C+D)</b>	<b>23460</b>	
E. Banquet Hall Booking (Additional if needed)		
	<b>5000</b>	

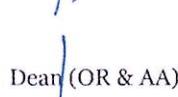
This may please be noted that, this budget is only for the current financial year 2023-2024 per individual per day and payment may be made as per the actual expenditure as on date and will be paid through the operating grant of International Relations.

Submitted for kind consideration and necessary approval for the above estimated budget.

  
IR-Executive  
30/10/23

  
AR (AA & IR)  
30/10/23

  
Associate Dean (AA & IR)  
30/10/2023

  
Dear (OR & AA)

  
Deputy Director  
30/10/23

  
Director  
03/11/2023

*'A' for this FY 2023-24  
may be approved please  
30/10/2023*

  
Dr. Venugopal  
Junior Assistant  
30/10/23

RAUM FÜR AMTLICHE VERMERKE DER BEHÖRDE  
RESERVED FOR THE AUTHORITY

Part/Type      Rode/Cord

Pass-Nr./Passport No.

1. Name/Surname

WETZER

2. Vorname/Given name

ELISABETH

#### 4 Staatsangehörigkeit/Nationality

ÖSTERREICH

6. Geburtsort/Place

11

#### 8. Geschlecht/Sex

**F** Behörde/Authority

3. Geburtsdatum/Date of birth

07.01.1989

5. Ausstellungsdatum/Date of issue

10.08.2022

7. Gültig bis/Date of expiry

09.08.2032

### 9. Größe/Height

175 cm

11. Unterschrift/Signature

Lead

**Zimbra****ir-office@adm.iitkgp.ac.in****RE: Visit to India****From :** Sudipta Mukhopadhyay <smukho@iitkgp.ac.in>

Tue, Apr 16, 2024 05:51 PM

**Subject :** RE: Visit to India**To :** 'IIT Kharagpur Office of Dean, International Relations'  
<ir-office@adm.iitkgp.ac.in>**Cc :** 'dc' <dc@mining.iitkgp.ac.in>, 'Associate Dean  
International Relation' <adeanir@adm.iitkgp.ac.in>,  
'profdciiitkgp' <profdciiitkgp@gmail.com>, 'Sudipta  
Mukhopadhyay' <smukho@gmail.com>, 'Rajib Das'  
<rajibdas@adm.iitkgp.ac.in>, 'Shruti Gupta'  
<shruti@adm.iitkgp.ac.in>, 'Ms. Koushiki Mukherjee'  
<koushiki@adm.iitkgp.ac.in>, 'Elisabeth Wetzer'  
<elisabeth.wetzer@uit.no>, Ashis Kumar Dhara  
<dear.ashis79@gmail.com>

International Relation" <[aedeanir@adm.iitkgp.ac.in](mailto:aedeanir@adm.iitkgp.ac.in)>  
**Cc:** "prof*dc*iitkgp" <[prof\*dc\*iitkgp@gmail.com](mailto:prof<i>dc</i>iitkgp@gmail.com)>, "Sudipta Mukhopadhyay" <[smukho@gmail.com](mailto:smukho@gmail.com)>, "Rajib Das" <[rajibdas@adm.iitkgp.ac.in](mailto:rajibdas@adm.iitkgp.ac.in)>, "Shruti Gupta" <[shruti@adm.iitkgp.ac.in](mailto:shruti@adm.iitkgp.ac.in)>, "Ms. Koushiki Mukherjee" <[koushiki@adm.iitkgp.ac.in](mailto:koushiki@adm.iitkgp.ac.in)>  
**Sent:** Wednesday, April 10, 2024 3:51:35 PM  
**Subject:** RE: Visit to India

Dear Sri

Our visitor does not require invitation letter for VISA as her University is arranging for it. She has filled and send the Issuance of Visa Form, Ministry Clearance Form and scanned copy of passport. Please check them. If they are fine, I will endorse them through HoD and send. If let us know whether International Relations Office of IIT Kharagpur can take care of the food and stay of the foreign visitor. If yes, we will write it accordingly.

With warm regards

Sudipta Mukhopadhyay

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**From:** IIT Kharagpur Office of Dean, International Relations [<mailto:ir-office@adm.iitkgp.ac.in>]  
**Sent:** 08 April 2024 17:19  
**To:** Sudipta Mukhopadhyay  
**Cc:** Hege Kristin Widnes; Jan-Gunnar Winther; Elisabeth Wetzer; Associate Dean International Relation; dc; prof*dc*iitkgp; Sudipta Mukhopadhyay; Rajib Das; Shruti Gupta; Ms. Koushiki Mukherjee  
**Subject:** Re: Visit to India

Dear Sir,

The Office of Alumni Affairs & International Relations (OAA&IR) has a standard procedure for inviting foreign delegates on campus. Please take the time to go through the requirements as mentioned below and provide the documents as they become available. We shall complete the necessary processes upon receiving the requested information. Please note that the OAA&IR typically requires about 7 working days to complete all formalities wrt generation of invitation letter.

1. PFA the Ministry Clearance form. The scanned copy will be required with the signature of the visitor.
2. PFA the request for issuance of visa form to be filled and signed by yourself and HoD. Please include financial details in this form, including honorarium details, if applicable.
3. PFA the invitation letter template. Kindly use the template to draft the invitation letter.

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**From:** Elisabeth Wetzer [<mailto:elisabeth.wetzer@uit.no>]  
**Sent:** 05 April 2024 15:25  
**To:** Ashis Kumar Dhara  
**Cc:** Sudipta Mukhopadhyay; Head, Dept. of EE, NIT Durgapur; Dean Academic; Kartik Chandra Ghanta; Registrar NIT Durgapur; Hege Kristin Widnes; Jan-Gunnar Winther  
**Subject:** Re: Visit to India

Dear Ashis,  
I am happy to hear that you are interested in the connection! I am attaching the documents from UiT's side, which can be iterated of course. We can also use your template and the responsible people from UiT's side (Pro-Rector for Research and Development Jan-Gunnar Winther, and International Relations Cooperator Hege Kristin Widnes in Cc) may suggest revisions accordingly.

Best regards,  
Elisabeth

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**From:** Ashis Kumar Dhara <[akdhara.ee@nitdgp.ac.in](mailto:akdhara.ee@nitdgp.ac.in)>  
**Date:** Friday, 5 April 2024 at 10:53  
**To:** Elisabeth Wetzer <[elisabeth.wetzer@uit.no](mailto:elisabeth.wetzer@uit.no)>  
**Cc:** Sudipta Mukhopadhyay <[smukho@iitkgp.ac.in](mailto:smukho@iitkgp.ac.in)>, Head, Dept. of EE, NIT Durgapur <[hod@ee.nitdgp.ac.in](mailto:hod@ee.nitdgp.ac.in)>, Dean Academic <[deanac@admin.nitdgp.ac.in](mailto:deanac@admin.nitdgp.ac.in)>, Kartik Chandra Ghanta <[deanresearch@nitdgp.ac.in](mailto:deanresearch@nitdgp.ac.in)>, Registrar NIT Durgapur <[registrar@admin.nitdgp.ac.in](mailto:registrar@admin.nitdgp.ac.in)>  
**Subject:** Visit to India

Dear Elizabeth,

We will be happy to be the part of Exchange programme. I request to share the documents.

Regards,  
Ashis

On Friday, April 5, 2024, Elisabeth Wetzer <[elisabeth.wetzer@uit.no](mailto:elisabeth.wetzer@uit.no)> wrote:  
> Dear both,  
>  
> When coming to India as part of the UiT delegation at the end of April, we have the possibility of signing a Memorandum of Understanding and documents to facilitate student exchange between UiT and Indian institutions more easily. Is this something your institutes would be interested in? If so, I could send you a draft from UiT's side later today.  
>  
>

**INVITATION LETTER**

Date: 23.04.2024

**To:**  
**Prof. Elisabeth Wetzer,**  
**Nokken 20, 9016 Tromso,**  
**Norway.**

**Subject:** Invitation to visit the Indian Institute of Technology Kharagpur during 25<sup>th</sup> – 27<sup>th</sup> April, 2024.

**Dear Prof. Elisabeth Wetzer,**

IIT Kharagpur is pleased to invite you during 25<sup>th</sup> - 27<sup>th</sup> April, 2024 to discuss on potential collaborations and exchange with Prof. Sudipta Mukhopadhyay of E&ECE Department.

We have noted your passport details as follows:

**Name:** Elisabeth Wetzer  
**Nationality:** Osterreich  
**Country of present domicile:** Norway  
**Passport number:** U7032500

**Place of Issue of passport:** Bh St. PolTen  
**Issue date of passport:** 10.08.2022  
**Expiry date of passport:** 09.08.2032  
**Date of birth:** 07.01.1989

We understand that all expenses towards your local travel, food, accommodation and other incidental costs will be borne by the Electronics & Electrical Communication Engineering Departmental fund. International airfare will be borne by yourself. We encourage you to bring your own medical insurance during your visit. Prof. Sudipta Mukhopadhyay (smukho@ece.iitkgp.ac.in) of Electronics & Electrical Communication Engineering department of our institute will be the coordinator for your visit. We would be delighted if you accept our invitation and provide your travel plans to Prof. Mukhopadhyay.

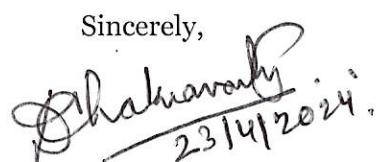
You may kindly use this invitation to apply for the Indian Visa.

I look forward to your positive response. Please feel free to discuss all matters pertaining to your visit with Prof. Sudipta Mukhopadhyay.

With warm regards,



Sincerely,



23/04/2024.

Associate Dean AA&amp;IR

CC:

- (1) Office of Registrar, IIT Kharagpur
- (2) Prof. T.K. Bhattacharyya, HoD-E&ECE
- (3) Prof. Sudipta Mukhopadhyay, E&ECE

सह-संकायध्यक्ष, पूर्वांग मामले एवं अंतर्राष्ट्रीय संबंध  
 Associate Dean, Alumni Affairs and International Relations  
 भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
 Indian Institute of Technology Kharagpur

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